

**NOTICE OF  
INVITATION FOR BIDS (IFB)  
Project Code: 912-16274-003  
IFB 08-07**

Sealed bids are invited for the construction of *Storage Shed at Albert G. Horton, Jr. Memorial Veterans Cemetery* at Suffolk, VA. The project is generally described as installation of a metal storage building with a concrete foundation and concrete slab-on-grade for the Department of Veterans Services, Suffolk Cemetery. Electrical services will be provided from an adjacent building.

Sealed bids will be received at Department of Mental Health, Mental Retardation and Substance Abuse Services, 1220 Bank Street, Seventh Floor, Richmond, Virginia 23219. **The deadline for submitting bids is 2:00 P.M. sharp, as determined by the Bid Officer, on April 29, 2008.** The bids will be opened publicly and read aloud **beginning** at 2:00 P.M., on April 30, 2008, at the same location.

A Bid Bond is not required.

**eVA Business-To-Government Vendor Registration:** The bidder or offeror must be a registered vendor in eVA prior to making the first Application for Payment. Bidder or offeror must include the cost of the eVA transaction fee in its bid. The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Procedures for submitting a bid, claiming an error, withdrawal of bids and other pertinent information are contained in the Instructions to Bidders, which is part of the Invitation for Bids. Withdrawal due to error in bid shall be permitted in accord with Section 9 of the Instructions to Bidders and § 2.2-4330, Code of Virginia. The Owner reserves the right to reject any or all bids.

*A pre-bid conference will be held at the project site at 10:00 a.m, on April 15, 2008. Attendance shall be optional for those submitting a bid.*

**The contract shall be awarded based on the Total Base Bid Amount including any properly submitted and received bid modifications. 'Notice of Award' or 'Notice of Intent to Award' will be posted on the bulletin board at the Department of Mental Health, Mental Retardation and Substance Abuse Services.**

Contractor registration in accordance with Section 54.1-1103 of the Code of Virginia, is required. See the Invitation for Bids for additional qualification requirements.

The Invitation for Bids for the above project, including the drawings and the specifications containing the information necessary for bidding, may be obtained from the office of Wiley & Wilson, Inc. 6606 W. Broad Street, Suite 500, Richmond, VA 23230. Phone: (804) 254-7242. Attention: Carol Moore

A deposit of \$100.00 for each set of the Invitation for Bids documents will be required as a guarantee of the safe return of the documents within ten days after the bid opening. A **non-refundable** shipping charge of \$ 35.00 per set is required for all sets requiring shipment.

Copies of the Invitation for Bids documents, including the plans and the specifications, will also be available for inspection at the following locations:

<i>Wiley &amp; Wilson, Inc.</i>	<i>Richmond, VA</i>
<i>Dodge Plan Rooms</i>	<i>Richmond, VA</i>
<i>Builders Exchange</i>	<i>Richmond, VA</i>

Authorized Official of Owner/Agency